**Video and Film Production Instructor (PT)**

**Location: 4C Academy**

Albany Technical Collegeis seeking a part-time instructor to teach video and film production and editing courses. Under general supervision, he/she will instruct students in the Video and Fim Editor Technical Certificate of Credit Program for Albany Technical College at the 4C Academy. Under the guidance of the Design and Media Production Technology chairperson, the instructor will develop program syllabi and evaluate students' progress in attaining goals and objectives. He/she will request and maintain supplies and equipment prepare and maintain all required documentation and administrative reports. The instructor will attend staff development training, workshops, seminars and conferences. He/she will ensure safety and security requirements are met in the training area, meet with students, staff members and other educators to discuss students' instructional program and other issues. The Instructor must demonstrate excellent verbal, written, interpersonal and organizational skills, and have the ability to maintain accurate records. He/she should have demonstrated teaching/instructional delivery experience. The successful candidate must be highly motivated, must have functional knowledge of Microsoft (MS) Office Suite, and must possess appropriate diplomacy and critical thinking skills. Work schedule may include day, evening, and/or online courses, as assigned. He/she will strive to contribute to the overall success of the college and its students.

**Minimum Qualifications:** The candidate MUST possess an Associate Degree in field or a related field \*AND\* have In-depth knowledge and experience in a variety of film/television production crafts, to include: locations and stage, electric/lighting procedures, grip/rigging, sound, art/set decoration and dressing, hair/make-up/wardrobe concepts and procedures, location management, camera operation, on-set and office Production Assistant duties, general set etiquette and procedures.

**Preferred Qualifications:** In addition to the minimum qualifications, preference will be given to applicants who have a Bachelor’s degree in the field or a related field from an accredited college or university or the equivalent.

**Physical Demands:** Responsibilities are typically performed in an office or classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for up to three (3) – four (4) continuous hours at a time. The employee frequently lifts lightweight objects up to 25 LBS. The exposure to dirt, dust, chemicals, fumes, and hazardous materials is possible in the laboratory environment. The ability to distinguish colors and finger dexterity is required. Hand and finger motion may be required for data entry purposes.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All regular positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |